

Cleveland, O.,
April, 1898.



Rules

GOVERNING

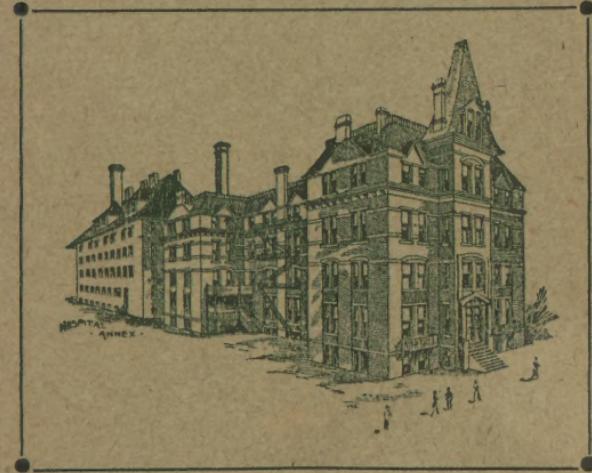
The Cleveland Training for Nurses.



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The Cleveland



Homoeopathic Hospital,

R.
(Huron St. Hospital.)

66 HURON STREET,

CLEVELAND, OHIO.



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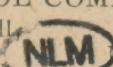
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RULES

Governing Training School.

ARTICLE XX.

THE PRINCIPAL OF THE TRAINING SCHOOL.

Section 1. The Principal of the Training School for Nurses shall be appointed by the Superintendent. She shall have supervision over and control of the Department of Nursing, and the Training School for Nurses, subject to the general authority of the Superintendent.

Sec. 2. She shall assign them their proper places, instruct them in their duties, and impart to them the knowledge she has gained, and do all in her power to further their advancement in the work of nursing. She is expected to exclude from conversation at nurses' tables, and in her department, all topics of a personal nature about any patient, such as anecdotes of patients, complaints, etc. Any nurse violating this rule, shall be discharged from the Hospital.

Sec. 3. She shall live in the building and shall not leave the Hospital without making known to the Superintendent her intention; nor shall she be absent for more than three hours without his permission.

Sec. 4. She shall have general oversight of patients.

Sec. 5. Practical instructions will be given by the Principal of the Training School in changing of beds and clothing of helpless patients, and the prevention of bed sores, application of poultices, fomentations, blisters, cups, administration of enemas and douches, and the use of the catheter, method of applying friction and use of battery, observation and record of temperature, pulse and respiration, and keeping bed-side notes, baths, water, air, vapor, etc., surgical work, bandaging, preparation of antiseptic dressings, urinary analysis and cookery for the sick, and massage.

Sec. 6. The Principal of Nurses shall have full supervision over the wards and private rooms when in use, and of the water closets and cupboards, and hold the nurses responsible for their neatness and cleanliness.

Sec. 7. All requisitions, either written or signed by the Principal of Training School, and countersigned by the Superintendent, for night supplies from the kitchen must be sent down in time to have them filled by 6 p. m. At that hour the supply rooms will be closed for the night.

Sec. 8. The keeper of linen will be in her room promptly at 7:30 o'clock a. m. to fill requisitions for floor supplies sufficient for the day, provided they are written or signed by the Principal of Training School and countersigned by the Superintendent, and only such will be accepted.

ARTICLE XXI.

TRAINING SCHOOL FOR NURSES—GENERAL STATEMENT.

Those wishing to receive this course of instruction must apply to the Executive Committee, when, if approved by the Training School Committee, they will be accepted as pupils in the school.

The terms of the school year begin on the first days of April and October. The course of instruction will embrace a period of two years. If admitted they will be expected to serve three months on probation without compensation, but if accepted will receive pay for the third month.

The Executive Committee shall appoint one Physician, one member of the Executive Committee, and the Principal of the Training School, to constitute a committee who shall decide as to their fitness for the work, and the propriety of retaining or dismissing them within or at the expiration of the month's trial. For misconduct or inefficiency the Principal of the Training School may, with consent of the Superintendent, suspend them at any time, and with the approval of the Training School Committee, discharge them.

The candidates must be twenty-four and under thirty years of age, and possess a good common school education. They must present certificates from a clergyman and physician as to their moral character and sound health. They will be under the authority of the Principal of Nursing and subject to the rules of the Hospital. Those fulfilling the conditions of the probationary months will be accepted as pupil nurses. They must sign a written agreement to remain under the direction of the school for two years. They will reside in or near the Hospital and serve as nurses in the wards for men and women.

A monthly allowance of six dollars per month for the first ten months, and ten dollars per month for the remainder of the term. This sum is allowed for the dress, textbooks and other personal expenses of the nurse, and is no wise intended as wages, it being considered that the education given is full equivalent for the services. In sickness all pupils shall have gratuitous care. A vacation of two weeks is allowed in each year. Time lost in sickness will be deducted from the payments and must be made up at the end of two years.

The pupils will be assigned to their duties by the Principal, and from time to time be sent to care for patients in private families.

At the end of the course of instruction there will be an examination of the graduating class, conducted by the Faculty and Educational Committee, which, being creditably passed, shall entitle its members to a diploma, signed by the Educational Committee and the President of the society, under the seal of the Hospital. Also, a badge will be given at commencement. The training school committee reserve the right to recall the diploma and badge from a graduate

who, in their opinion, shall in any way or at any time bring discredit upon herself, the profession or the school.

1. The hours of duty for nurses by day shall be from 6:30 a. m. to 6:30 p. m., and by night from 6:30 p. m. to 6:30 a. m. Standard. Each nurse must be on her floor promptly at 6:30. She must be neatly attired in the uniform of the school, and wearing soft-soled shoes.

2. The day and night nurse shall report in writing to each other before they go off duty when any medicines or other attentions for patients will be due.

3. Nurses must remain on the floors during their specified hours of service, and are not to visit other floors or talk with other nurses when on duty, except in the performance thereof. Night nurses must not leave their floors at night.

4. Day and night nurses shall not remain on the floors or visit the patients when off duty without special permission of the Superintendent of the Hospital.

5. The nurses will take their meals in the nurses' dining-room; breakfast will be served at 6:00 a. m., dinner at 11:00 a. m., and supper at 4:30 p. m. Night nurses' supper will be served at 5:00 p. m. Standard time. Meals must be punctually attended by the nurses in turn; one nurse always remaining on the floor or within call.

6. The assistant nurses on the floor must regard themselves as subordinate to the head nurse of the floor and obey her orders.

7. Nurses, on the entrance of an officer or stranger on the floor, shall at once rise, if seated, and give all visitors prompt attention. No strangers should be admitted to the wards without passes, signed by the superintendent.

8. Patients must be treated kindly, and in a friendly manner. The affairs and conditions of all patients are to be considered strictly private.

9. The head nurse shall receive all patients in their respective wards and rooms, superintend the giving of medicines, and the carrying out of all orders, accompany the physicians on their rounds in the wards and rooms if desired, and during their absence notice the condition of the patients, the effects of the medicine, and report same to the resident physician.

10. When any food, drink or fruit shall be supplied to patient by friends, it shall not be given to the patients except by the approval of the resident physician. The appropriation by any nurse, or other employe, of any article of food or drink prescribed for a patient, will be deemed an offense justifying the dismissal of the person so offending.

11. Nurses shall not give either medicines, stimulants or special diet to the patient unless ordered by the attending or resident physician in writing.

12. Nurses are to see that each patient, either in the wards or private rooms, is bathed as often as once a week, unless the nature of the case makes it unadvisable, and then the doctor must be consulted about it.

13. Nurses must be prompt at lessons, at lectures, in going on and off duty, in giving medicine, in carrying out of all orders, etc.

14. Requisitions for floor supplies must be ready by 8 a. m. Bottles requiring refilling must be sent to the office promptly at 7 a. m. Boxes and bottles requiring refilling from the kitchen must be sent down with the breakfast trays. Medicine cups must be ready for collecting at 8 a. m. and 5 p. m. Standard.

15. All bandages unfit for washing, and waste material, must be put in the waste pails AT ONCE, and all soiled clothes or other material for the laundry into the clothes baskets. They shall be emptied at 9:30 a. m. and returned to their places.

16. Surgery nurse will be held responsible for the condition of the surgeries and the keeping of the supplies. Instruments used in operations should be properly cared for by her. All orders given to her must be promptly delivered in writing after the surgeon's visit.

17. The night nurses must be in their rooms between the hours of 8 a. m. and 3 p. m., unless permission to the contrary is granted by the Superintendent and Principal.

18. Nurses are not to receive visitors on the floors in their bed rooms or any place in the Hospital, except in the reception room. Neither are they to leave their floors when on duty to receive visitors. Head Nurse must not leave her floor without telling her Assistant.

19. At the discretion of the Principal of the Training School, Nurses will be allowed leave of absence one afternoon in each week; and they can also, if the pressure of their duties and the condition of the weather permit, spend an hour every day in the open air. They will also be excused from duty three hours of each Sunday, if the work will permit. They will likewise have permission to be absent one evening in each week later than 9:30, but must not be out after midnight without permission from the Principal of the Training School and Superintendent. Nurses are to be in bed and all lights out at 9:30 p. m. Standard.

20. All underclothing must be perfectly plain and plainly marked with owner's last name. No elaborately trimmed garments can be sent to the Hospital Laundry, and the number each week is not to exceed 18 pieces for each person.

21. Nurses shall make all the beef tea, chicken and oyster broths, gruels, etc., and prepare ALL special orders, in the Nurse's Diet Kitchen. No meals or luncheons shall be prepared, or served in the Diet Kitchen for other than patients.

22. Surgery Nurses must not admit to the surgeries any patients, without a card, bearing the patient's name, signed by the attending physician, or surgeon, and countersigned by the Superintendent, excepting such patients as have been assigned rooms, or a ward bed, in the Hospital, by the

Superintendent. The Surgery Nurse will be held responsible for the collection of these cards, and any neglect on her part to enforce this rule will be reported to the Executive Committee.

23. All telephone communications by the nurses, or to the nurses, must be through the Superintendent, otherwise telephone is not for use of nurses. Nurses must wear noiseless, or soft-soled shoes.

24. With the exception of a thorough sweeping, dusting, and cleaning by the hall maids, or extra cleaning woman, once a week, the nurses must do their own room work, in a neat, tidy, and acceptable manner.

25. All nurses in the Hospital whether connected with the Training School or not, must conform to the above Rules.

26. No nurse or employe will be allowed to show visitors through the Hospital without a pass signed by the Superintendent.

27. Nurses must not enter any of the Colleges under any pretense whatever, without special permission from the Executive Committee.

28. Nurses must not go with students, or hold any communications with them except in the discharge of their duties in the Hospital.

29. Nurses will not receive patients in wards or rooms without orders from Superintendent's office.

30. Nurses must register when they leave the Hospital, also when they return, on clock provided for that purpose at front entrance.

31. Rules regarding nurses' dormitory are posted in each nurse's room.

32. Visitors can be shown through the Hospital after 10 a. m., and only by pass signed by the Superintendent of the Hospital.

33. Nurses must report to House Physician the reception of patients within 15 minutes on blank provided for that purpose.

34. All orders to nurses for morphine for patients must be in writing from the attending physician.

35. Any nurse disobeying any one of these rules will be dismissed from the Hospital.

REGULATION UNIFORM OF THE TRAINING SCHOOL FOR NURSES.

Dress.—Waist must be joined to skirt one inch below waist line. Waist plain without tucks or any fullness, one under arm piece, one seam down back.

Sleeve.—Plain coat sleeve, just full enough at top to fit comfortably; open six inches at the inner seam, to be fastened with four buttons.

Neck finished with narrow band, no collar.

Watch pocket below apron band.

Skirt three yards wide; hem at bottom of skirt six inches.

Kerchief.—Hem one inch wide when finished; one row plain hem stitch apron to meet in the back; hem four inches; band one and a half inches, finished; two button holes on either side of band studs; length of apron one and a half inches from bottom of skirt. Studs are to be of pearl. Allow one and a half inches for shrinkage.

No jewelry to be worn except small pin at neck of kerchief. Small watch chain reaching from pocket to button hole.

The instruction will be given by the Staff of the Hospital, by the Principal of the School and by the Head Nurses of the floors.

It will consist of lectures on Anatomy and Physiology, Obstetrics, Surgical Emergencies, Hygiene, Poison and Antidotes, Nursing Patients with Nervous Diseases, Gynecology, Dressing of Wounds, Application of Blisters, Fomentations, Poultices and Leeches; use of Catheter, and administration of Enemas; Bandaging and making of Rollers; management of helpless patients, making beds, moving, changing and giving baths in beds, preventing and dressing bedsores and managing positions; how to take of rooms and wards, to keep all utensils perfectly clean and disinfected; to make accurate observations and reports to the physicians of the state of the secretions, expectorations, pulse, skin, appetite, temperature of body, intelligence as to delirium or stupor, breathing, sleep; condition of wounds, and the management of convalescents, massage.

RULES FOR NURSES GOING OUT TO PRIVATE SERVICE.

1. That the Nurses are to attend the sick, both rich or poor, hospitals or private houses, as the Principal of the School may appoint, with consent of the Superintendent.
2. That when sent from the Hospital to attend a patient, they receive their instructions from the Principal, and not leave a case without communicating with the Superintendent of the Hospital; this they can do by letter at any time.
3. That while on duty in private houses, the regulations of the School with regard to dress are to be observed by the Nurse.
4. That a Nurse shall NEVER, UNDER ANY CIRCUMSTANCES, relate to a patient sad or exciting experiences with other patients. She shall maintain a dignified reticence in regard to the diseases, their treatment, or the methods of other physicians.
5. That a Nurse is always to bring back with her, or have sent to the Superintendent by mail, a certificate of conduct and efficiency from the family of her patient, or from the medical attendant.

It is expected that Nurses will bear in mind the importance of the situation they have undertaken, and will evince at all times the self-denial, forbearance, gentleness and good temper so essential in their attendance on the sick, and also to their character as Christian Nurses. They are to take the whole charge of the sick-room, doing everything that is requisite in it, when called upon to do so; obeying implicitly the orders of the physician in attendance, without note or comment. They are also most earnestly charged to hold sacred the knowledge which, to a certain extent, they must obtain of the private affairs of such households or individuals as they may attend.

Communications from or on the subject of Nurses may be made personally or by letter, to the Superintendent of Hospital, or Principal of the Training School.

REGULATIONS.

Attention is called to the following regulations:

The charge for service of a Nurse is \$3 per day, or if employed for one week or more, \$15 per week. Traveling expenses and washing to be paid by the family employing the Nurse.

All applications to be made personally, or in writing, to the Superintendent of the Hospital.

When the Nurse's services are no longer required, the accompanying sheet of paper is to be returned, sealed up, with a candid statement of her conduct and efficiency, either from one of the family or the medical attendant, together with information of the amount to be paid, and whether it is enclosed, or will be paid at the office of the Hospital.

The Nurse is to be allowed reasonable time for rest in every twenty-four hours; and, when her services are needed for consecutive nights AT EAST SIX HOURS IN THE DAY out of the sick-room must be given her.

It is also requested that suitable refreshments in the way of food to be furnished for Nurses who are on duty at night.

Except in cases of extreme illness, the Nurse must be allowed to attend church once every Sunday.

When on duty, the Nurse is always to wear the dress prescribed for her by the regulations of the School.

When it is possible a few day's notice of the Nurse's return to the Hospital should be sent to the Superintendent.

